



GREENBELT RECREATION DEPARTMENT

25 Crescent Rd., Greenbelt, MD 20770
Phone: 301-397-2200 Fax: 301-397-2203
E-mail: alongworth@greenbeltmd.gov

Youth Center/Springhill Lake Facility Rental Application

For Community Center Facility Rental Application call 301-397-2208

Name: _____ Date Of Application: _____

Organization: _____

Address: _____ City/St/Zip: _____

Phone Number: Home: _____ Work: _____ Cell: _____

E-mail address: _____

Description of Event _____

Resident Hourly Rate

Non-Resident Hourly Rate

Greenbelt Youth Center – 301-397-2200

99 Centerway

_____ Gymnasium (Sports Only)	\$45.00	\$55.00
_____ Multi-Purpose Rm (max. capacity 40)	\$35.00	\$45.00
_____ Conference Room (max. capacity 15)	\$20.00	\$30.00
_____ Staff Fee (before/after hours use)	\$10.00	\$10.00

Springhill Lake Center – 301-397-2212

6101 Cherrywood Lane

_____ Gymnasium	\$45.00	\$55.00
_____ Club House (max. capacity 20)	\$20.00	\$30.00
_____ Classroom (max. capacity 15)	\$15.00	\$20.00
_____ Staff Fee (before/after hours use)	\$10.00	

Date of Rental: Date: _____ Estimated Attendance _____
Time: _____ to _____

Number of Tables Needed: _____ Number of Chairs Needed: _____

Thank you for choosing the Greenbelt Recreation Department for your rental. The dates and times you have requested will be reserved only after this application is approved and appropriate fees have been paid. A valid credit card number must be provided and will be charged up to \$500 if facility rules and policies are violated or damage to the facility occurs during the rental time.

CREDIT CARD INFO: Card Type: _____ **Card Number:** _____

CVV# _____ (the last 3 digits of the italicized number in the signature box on your card) **Expiration Date:** _____

By signing this form you agree to accept responsibility to abide by all procedures and rules outlined in the "Facility Usage Policy" document and understand all penalties associated with not abiding by these policies.

Applicants Signature: _____ Date: _____